Welcome to the Starfish page for the RIT community! Within this site you will find an overview of the academic alert system, training documentation, and FAQ's.

**Fall 2181 Academic Progress Surveys**

**Academic Progress survey 2181-1** will open at 7am on Monday September 17th and close at 11pm on Sunday October 7th.

**Academic Progress survey 2181-2** will open at 7am on Monday October 15th and close at 11pm on Sunday November 4th.

Last day to withdraw with a grade of “W” is Friday November 9, 2018.

All 2181 flags will be Cleared on Friday December 21st.

*You can send an academic alert at ANY point in the term by using the “Raise Flag” function.

**IMPORTANT INFORMATION FOR INSTRUCTORS:**

**Starfish Instructor Quick Guide**

**How to Complete an Academic Progress Survey Video**

Starfish allows the course instructor to easily inform a student that they may be at-risk in specific areas within the course. Advisors assigned to the student also receive notification of the instructors concern. Instructors and advisors can then take a coordinated approach to help students utilize campus resources and develop an action plan.

The progress survey allows an instructor to send alerts related to different aspects of academic performance (attendance/participation, low assignments/tests scores, or multiple concerns). Each topic identified as a concern will generate an automated email that goes directly to the student. We ask that you:

- Check only *ONE* box for the performance area of greatest concern
- Indicate in the comment box any specifics about the alert, including your concerns related to the other performance areas.
- Selecting more than one box triggers separate emails to the student for each area of concern, resulting in multiple emails.
- Any time an instructor raises a flag (via progress survey or “Raise Flag”) and includes a comment, the comment is embedded in the standardized email and goes directly to the student. Please direct all comments directly to the student.
- All comments and messages are stored in the Starfish system and are disclosable under FERPA.
- In-person training is highly recommended for instructors to understand the system's additional functionality & communications related to alerts. In the meantime, a user can get a good overview of the system by reviewing the information listed under each of the menu items included on this site.

**Training and Questions:**

Training sessions will be offered through CPD on:

- Thursday 9/20/18 @ 2-3pm in CIMS 2160
- Wednesday 10/17/18 @ 10-11am CIMS 2160
- Please register at: [https://www.rit.edu/fa/cpd/starfish-academic-alert-instructors-and-advisors](https://www.rit.edu/fa/cpd/starfish-academic-alert-instructors-and-advisors)

- The step-by-step guides on this site serve as a user guide.
- For individual training or questions, please email starfish@rit.edu or call 585-475-5057
- If you have any questions not addressed on this site, please contact starfish@rit.edu

We are continuously developing this site and information will be updated regularly; please check back frequently for the newest updates about academic alerts!